



**DEBRA BOWEN** | SECRETARY OF STATE  
STATE OF CALIFORNIA | ELECTIONS

1500 11th Street, 5th Floor | Sacramento, CA 95814 | Tel (916) 657-2166 | Fax (916) 653-3214 | www.sos.ca.gov

September 23, 2014

County Clerk/Registrar of Voters (CC/ROV) Memorandum #14251

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jenny Chernis  
Associate Elections Analyst

RE: General Election: Verification Mailing Files

The Verification Mailing process is a service the Secretary of State offers to counties. This service involves our office working in conjunction with the Office of State Publishing (OSP) to mail a Voter Registration Card (VRC) to registrants who have requested a change of address through a motorist transaction at the Department of Motor Vehicles (DMV). A batch file is sent to OSP twice a month that includes an aggregate of data from all Verification Mailing Request files (M files) received from the counties.

A batch file was sent to OSP today, September 23, 2014, that includes an aggregate of all M files received through September 22, 2014.

**In order to ensure that affected voters will receive a VRC in time to update their registration information for the November 4, 2014, General Election, we are asking that each county mail a VRC to any voter identified in their daily DMV-Change of Address files between September 22, 2014, and October 20, 2014. In order to prevent duplicate mailings once you have processed the daily DMV-Change of Address files, please do not create and send M files during this time.**

Should you have any questions about this or any CalVoter issue, please contact the CalVoter Help Desk at (888) 868-3225.

Thank you.